

# BUDGET LETTER

	NUMBER: 19-11
SUBJECT: 2020-21 SALARIES AND WAGES SPREADSHEET (AUTHORIZED POSITIONS AND COST ESTIMATES)	DATE ISSUED: JULY 16, 2019
REFERENCES: STATE ADMINISTRATIVE MANUAL SECTIONS 6415, et seq., AND BUDGET LETTER <a href="#">15-22</a>	SUPERSEDES: BL 18-21

TO: Agency Secretaries  
 Department Directors  
 Departmental Budget and Accounting Officers  
 Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

**BUDGET OFFICERS ARE REQUESTED TO FORWARD A COPY OF THIS BUDGET LETTER TO DEPARTMENTAL PERSONNEL OFFICERS.**

This Budget Letter (BL) provides departments with instructions for preparing the 2020-21 Salaries and Wages Spreadsheet (Schedule 7A).

**Note: Departments must build the 2020-21 Salaries and Wages publication from the final 2019-20 Salaries and Wages spreadsheets that their respective Department of Finance budget analysts will provide to them electronically the week of July 30, 2019.**

<b>Deadlines and Deliverables</b>	
<p><b>On or before, Friday, September 6, 2019</b></p>	<p>Complete and return:</p> <ul style="list-style-type: none"> <li>▪ Electronic (Excel) version of the Salaries and Wages spreadsheet; and</li> <li>▪ Attachment C (Salaries &amp; Wages Schedule 7A Reconciliation Form) – either a signed hard copy or an electronic scan of the <b>signed</b> form.</li> </ul> <p>Provide copies of the following backup documentation:</p> <ul style="list-style-type: none"> <li>▪ Schedule 8 Report;</li> <li>▪ Supplementary Schedule 8 Report;</li> <li>▪ Schedule 8 Summary Reconciliation Form;</li> <li>▪ Blanket Balance Position Expenditure Report; and</li> <li>▪ Department Temporary Help and Overtime Reports.</li> </ul>

## I. SALARIES AND WAGES SPREADSHEET

Position and salary information is compiled and maintained in an Excel spreadsheet. An electronic file Finance created using data from the final 2019-20 Salaries and Wages spreadsheet will be distributed to departments by their Finance budget analyst the week of July 30. **Departments MUST use the spreadsheet provided by their Finance budget analyst because it contains updated formulas and formatting necessary for publication of the consolidated statewide Salaries and Wages document.** Finance will return spreadsheets submitted using older files to departments and require that they enter updates on the current 2020-21 form.

Reconcile position and salary information, and **complete and return the documents listed above along with the required backup documentation to your Finance budget analyst no later than September 6, 2019.**

## II. STATE CONTROLLER REPORTS

The State Controller's Office (SCO) has released the following reports directly to departments:

- Schedule 8 Report;
- Supplementary Schedule 8 Report; and
- Blanket Balance Position Expenditure Report.

**Any adjustments made to these reports must be reflected in the Schedule 8 Summary Reconciliation Form and the Salaries and Wages spreadsheet** in accordance with the guidelines outlined in the State Administrative Manual (SAM) Sections 6415, et seq (changes forthcoming). Attachment A describes the documents used by departments to develop the Salaries and Wages Publication.

The SCO can also provide a digital version of the Schedule 8 Report, in addition to a hard copy of the Schedule 8 Report, which can be obtained via File Transfer Protocol (FTP). The digital version will allow departments to view and filter the Schedule 8 in Microsoft Excel. To enroll in the FTP digital report, please e-mail Chuck Lucas at the SCO at [ppsdsacs@sco.ca.gov](mailto:ppsdsacs@sco.ca.gov).

## III. BUDGET POSITION TRANSPARENCY

Chapter 28, Statutes of 2015 (Senate Bill 98) abolished Government Code section 12439. The SCO no longer publishes the Preliminary/Final Vacant Abolished Positions Report.

The Budget Position Transparency analysis occurs biennially, and was last completed as part of the 2018-19 Governor's Budget process. Therefore, departments will be required to complete a similar analysis as part of the 2020-21 Governor's Budget development process. Similar to 2018-19, this adjustment will only be displayed in the Governor's Budget and will not be reflected in the Schedule 7A. A forthcoming Budget Transparency BL will provide further instructions. Please note that other fall drills rely on the data within the 2020-21 Salaries and Wages spreadsheet; therefore, the Schedule 7A must be submitted to Finance timely and accurately.

## IV. SALARIES AND WAGES SPREADSHEET PREPARATION

### Definitions of Terms:

1. **Career Executive Assignment (C.E.A.) Positions**—Reflect the monthly salary range for all C.E.A. positions as of June 30, 2019 as follows:
  - C.E.A. A = \$7,190 to \$10,334

- C.E.A. B = \$10,010 to \$11,924
  - C.E.A. C = \$11,116 to \$12,621
  - The maximum rate for physicians, attorneys, and engineers is \$16,679.
2. **Merit Salary Adjustments**—Merit Salary Adjustment (MSA) expenditure projections, except for C.E.A. positions, are included in the Schedule 8 by the SCO. C.E.A. salary levels must be adjusted manually in the Salaries and Wages spreadsheet to reflect the proper levels noted above. The Budget does not include statewide funding for MSAs. Any net costs incurred by departments for this purpose must be absorbed within existing resources.
  3. **Permanent Employees**—Generally, all permanent employees (full-time and part-time) must fill authorized and established positions. Permanent positions should not be budgeted in blanket authorizations on an ongoing basis.
  4. **Salary Range**—Include a corresponding salary range for each classification as listed in the Schedule 8 report. Within each segment of the Salaries and Wages spreadsheet, **sort positions in descending order** according to the **minimum step of the salary range**.
  5. **Partial-Year Authorizations**—Positions that are authorized for less than a full fiscal year must reflect the **net position count** and the **net associated dollars**. For example, a position established with an effective date of January 1, 2020, would reflect 0.5 in the 2019-20 position column and half of the position's salary range in the 2019-20 expenditures column.
  6. **Temporary Help Authorizations**—Display positions for all three years, including positions for student assistants, seasonal, and other personnel used for temporary purposes if they are not filling a permanent authorized position. Generally, departments should not include permanent employees (full-time or part-time) in the blanket, although this is allowed to meet short-term needs of departments, such as for succession planning. These employees should be moved from the blanket to permanent positions as soon as possible. Permanent intermittent positions may be in the blanket. Ensure the position equivalent and dollar value are based on realistic usage; do not create a position value if the dollar value will not result in hiring a person.
  7. **Overtime**—Budget overtime costs as a separate line entry. Do not display positions for overtime.
  8. **Reorganizations**—Reorganizations that are proposed for the 2020-21 Budget must first be approved by Finance. Upon Finance's approval, reflect a condensed version of proposed reorganizations in the Governor's Budget documents, rather than in the Salaries and Wages spreadsheet.
  9. **Limited-Term Positions**—Previously approved limited-term positions will remain in effect until their expiration date(s). These positions will continue to be footnoted in the 7A spreadsheet until expired. However, pursuant to [BL 15-22](#), Finance is no longer approving new limited-term positions. If an increase in temporary resources is necessary to support short-term workload, Finance will consider limited-term expenditure authority, without authorized positions, to meet departments' operational needs.
  10. **Vacant Positions**—Reflect vacant positions at the first step of the appropriate classification, except for positions within interchangeable classes. Reflect vacant positions with interchangeable classes at the minimum step of the: (a) lowest salary range for groups consisting of two classes, (b) middle salary range for groupings that

contain an odd number of classes, or (c) lowest salary range of the lower of the two middle classes for groupings that contain an even number of classifications in excess of two.

- 11. Standard Abbreviations (Attachment B)**—Use only the abbreviations in the attached listing.
- 12. Salary Adjustments**—Funding increases for 2019-20 salary changes, including any General Salary increases ratified by the Legislature, which have not already been distributed to departmental budgets, have been centrally carried by Finance in the 2019 Budget Act. Funding for these salary adjustments will be distributed to departments through a forthcoming Employee Compensation Adjustments BL.
- 13. Consolidated Benefits (CoBen)**—CoBens are staff benefits, not salaries or wages, and they should be entered using a *benefits* AC code that begins with 515. Therefore, departments should use AC Code (5150850 – Consolidated Benefits) in PeopleSoft to properly categorize these expenditures as benefits.
- 14. Flex Elect Cash Options**—Flex Elect Cash Option amounts default to an overtime AC code in the FI\$Cal system, and departments have the discretion to choose to display Flex Elect Cash Option amounts on a “Temporary Help” line in the 7A if that provides a clearer representation of salaries and wages for their department. Displaying Flex Elect Cash Option amounts on the “Overtime” lines in the 7A may significantly skew the perception of overtime hours worked in a department.
- 15. Position Reclassifications**—For any classifications affected by a State Personnel Board approved consolidation in 2018-19, the departments’ Schedule 8 reports from the SCO will show the past year position split between the former classification and the new classification. For example, a full-year position (1.0) will most likely display on the Schedule 8 as 0.6 in the former classification and 0.4 in the new classification. Salaries and Wages spreadsheets should reflect only the new classification titles and salary ranges. Therefore, departments will need to add the total for the former classification shown on the Schedule 8 (e.g., 0.6) to the new classification shown on the Schedule 8 (e.g., 0.4) and display the total (e.g., 1.0) under the new classification in the past year column on the Salaries and Wages spreadsheets.

#### **Definitions of Totals and Subtotals:**

- 1. Totals, Authorized Positions**—Means the number of positions authorized by the Legislature. After past year adjustments are made, the past year expenditure amount and the total authorized positions reflected in the Salaries and Wages spreadsheet must match the past year salaries and wages total in Hyperion.
- 2. Subtotals**—Include the following subtotal lines below the **TOTALS, AUTHORIZED POSITIONS** line:
  - Regular/Ongoing Positions (see bottom line total from Schedule 8 Summary Reconciliation Form);
  - Temporary Help; and
  - Overtime.

**Do not include a subtotal line that displays zero for positions and dollars for all three years.**

## **SALARIES AND WAGES RECONCILIATION**

To assist with Schedule 7A reconciliation, departments must complete and submit Attachment C (Salaries & Wages Schedule 7A Reconciliation Form) to their respective Finance budget analyst.

### **SCO Roster Summary Section:**

- **Line 1:** Enter the number of positions from SCO's Schedule 8 Report "Total by Agency" line for the 2019-20 and 2020-21 columns.
- **Line 2:** If there are positions not captured in the Schedule 8, enter the number of positions from SCO's Supplementary Schedule 8 Report "Total by Agency" line for the 2019-20 and 2020-21 columns.
- **Line 3:** Use Schedule 8 Summary Reconciliation Form to explain any corrections to Regular/Ongoing positions not included on the Schedule 8 or the Supplementary Schedule 8. Enter the number of Regular/Ongoing positions on Schedule 8 Summary Reconciliation Form for the 2019-20 and 2020-21 columns.
- **Total Regular/Ongoing Positions:** A formula adds **Line 1** through **Line 3**. These amounts should match the Total Regular/Ongoing Positions line on the 2020-21 Salaries & Wages Spreadsheet (7A).
- **Line 4:** Use the Blanket Balance Position Report and/or your department's year-end reports for the number of Temp Help positions. Enter the number of Temp Help positions for the 2019-20 and 2020-21 columns.
- **Line 5:** Enter any miscellaneous adjustments, as necessary. Please provide supporting documents and brief descriptions of these adjustments to your Finance budget analyst.
- **Total Authorized Positions:** A formula adds **Total Regular/Ongoing Positions, Lines 4 and 5**. This should match the Total Authorized positions line on the 2020-21 Salaries & Wages Spreadsheet (7A).

### **Budget Reconciliation Section:**

- **Line 1:** Enter the amount for the 2019-20 column from the **TOTALS, AUTHORIZED POSITIONS** line from last year's 2019-20 Salaries and Wages (Schedule 7A) publication. There is no need to enter an amount for 2020-21. Finance has included a formula to calculate the amount for 2020-21. (Line 1 for 2020-21 = the sum of Lines 1 and 2 for 2019-20).
- **Line 2:** Enter the amount from the "Other Adjustments" line of the "Expenditures by Category" section of your department's 2019-20 Enacted Budget galley (<http://www.ebudget.ca.gov/>). There is no need to enter an amount for 2020-21.
- **Line 3:** Subtract any limited-term positions that expire on or before 06/30/2020 in the 2020-21 column. Do not to enter an amount for 2019-20.
- **Line 4:** Enter any miscellaneous adjustments, as necessary. Please provide supporting documents and brief descriptions of these adjustments to your Finance budget analyst.
- **Total Authorized Positions:** A formula adds **Lines 1 through 4** for the 2019-20 and 2020-21 columns. This should match the Total Authorized Positions line on the 2020-21 Salaries & Wages Spreadsheet (7A) and the SCO Roster Summary section above.

### **Tie-Out of 2018-19 Actuals:**

**The 2018-19 actual positions and expenditures MUST match between the 7A and Hyperion.** Your assigned Finance budget analyst will complete this section of the reconciliation form. Departments must submit their 7A spreadsheet and backup materials to Finance by September 6, 2019, even if they have not fully completed their past year reconciliation activities by that date.

If departments have subsequent changes to positions or salaries and wages (e.g., after completing their past year budget adjustments and fund balance reconciliation exercises), they must work with their respective Finance budget analyst to revise the Salaries and Wages spreadsheet as soon as possible.

If you have any questions regarding this BL, please contact your Finance budget analyst.

/s/ Thomas Todd

Thomas Todd  
Program Budget Manager

Attachments

**DOCUMENTS USED IN THE DEVELOPMENT  
OF THE SALARIES AND WAGES PUBLICATION**

**Schedule 7A Spreadsheet**—The Schedule 7A spreadsheet represents a summary listing of all authorized Regular/Ongoing positions by classification within each reporting unit as of a specified point in time. In most cases, the 2020-21 Schedule 7A spreadsheets display position information authorized as of June 30, 2019.

**Schedule 8**—A listing of approved, established, Regular/Ongoing positions with related personnel information, including past year expenditures by class code and estimated expenditures for the current and budget years for each position.

**Supplementary Schedule 8**—A listing of current year and budget year information on employees for whom there are no established positions (by Standard Form 607 action) to continue beyond June 30 of the past year, or for those positions with an abolished or non-existent class code. Past year expenditures, if any, for these employees are displayed on the Schedule 8.

**Blanket Position Expenditure Report**—A listing of established blanket numbers (for overtime, temporary help, seasonal, etc.) with the corresponding dollars and positions expended.

**Standard Form 607**—Standard 607 position documents received by the SCO by June 15 each year are normally reflected on the SCO's reports.

**Schedule 8 Summary Reconciliation Form**—This summary schedule is prepared by departments to reconcile any difference for Regular/Ongoing positions between the Schedule 7A Spreadsheet and the combined total of Regular/Ongoing positions listed in the Schedule 8 and in the Supplementary Schedule 8. The Reconciliation Form can be found here: [http://www.dof.ca.gov/Budget/Resources\\_for\\_Departments/Budget\\_Forms/](http://www.dof.ca.gov/Budget/Resources_for_Departments/Budget_Forms/)

# ATTACHMENT B

## BL 19-11

### Word.....Abbreviation

academic ..... aad  
 academic year ..... acad yr  
 account(s) ..... acct(s)  
 accounting ..... acctg  
 administrative ..... adm  
 administration ..... admin  
 advisor ..... advr  
 affairs ..... affs  
 agricultural ..... agric  
 agriculture ..... agri  
 and ..... &  
 appointment ..... appt  
 apprentice ..... apprnt  
 assessment ..... assess  
 assistant ..... asst  
 associate ..... assoc  
 attorney ..... atty  
 automotive ..... auto  
 bilingual—bicultural ..... bi/bi  
 biology ..... biol  
 board ..... bd  
 branch ..... br/brch  
 building ..... bldg  
 bureau ..... bur  
 business ..... bus  
 Dept of Transportation ..... Caltrans  
 captain ..... capt  
 career executive appointment .. C.E.A.  
 center ..... cntr/ctr  
 certification ..... cert  
 chemistry ..... chem  
 clerk ..... clk  
 compensation ..... comp  
 conservation ..... cons  
 construction ..... constrn  
 control ..... cntrl  
 coordinator ..... coord  
 corporate ..... corp  
 corrections ..... corrs  
 correctional ..... corr  
 county ..... co  
 criminal ..... crim  
 curriculum ..... curr/curric  
 data processing ..... DP  
 department ..... dept  
 departmental ..... deptl  
 deputy ..... dep  
 determination(s) ..... determ(s)  
 development ..... dev/developmt  
 developmental ..... develmtl  
 disability ..... dis  
 dispatch ..... disp  
 district ..... dist  
 division ..... div  
 drafting ..... drftg  
 duplicating ..... dup  
 economic ..... econ  
 education ..... ed/educ

### Word.....Abbreviation

electrical ..... elec  
 electronic data processing ..... EDP  
 employee and employer ..... emp/emp  
 employment ..... empt  
 engineer ..... engr  
 engineering ..... engrng  
 environment ..... envirm  
 environmental ..... envrntl  
 equal employment opportunity .... EEO  
 equipment ..... equipt  
 evaluation ..... eval  
 examination ..... exam  
 executive ..... exec  
 federal ..... fed  
 federal fund ..... FF  
 field ..... fld  
 general ..... gen  
 government ..... gov  
 governmental ..... govtl  
 handicap ..... hdcp  
 health ..... hlth  
 high occupancy vehicle ..... HOV  
 highway ..... hwy  
 hospital ..... hosp  
 hydraulic ..... hyd  
 hydroelectric ..... hyd  
 identification ..... id  
 information ..... info  
 inheritance ..... inh  
 inspector ..... insp  
 institutional ..... instl  
 instruction ..... inst  
 instructional ..... instl  
 insurance ..... ins  
 intergovernmental ..... intergovtl  
 intermediate ..... inter  
 international ..... intntl  
 junior ..... jr  
 laboratory ..... lab  
 leadership ..... ldrshp  
 legislative ..... legis  
 level of care ..... LOC  
 licensing ..... lic  
 lieutenant ..... lieut  
 machine ..... mach  
 maintenance ..... maint  
 management ..... mgt/mgmt  
 manager ..... mgr  
 managerial ..... mgrl  
 mechanical ..... mech  
 medical ..... med  
 member ..... mbr  
 month ..... mo  
 mountain ..... mt  
 nonsupervisory ..... nonsuprvy  
 occupational ..... occ  
 office ..... ofc  
 officer ..... off/ofcr

### Word.....Abbreviation

operations ..... ops/oper(s)  
 operator ..... opr  
 organization ..... org  
 personnel ..... pers  
 pesticide ..... pest  
 physical ..... phys  
 planner ..... plnr  
 planning ..... plan  
 power ..... pwr  
 prevention ..... prev  
 principal ..... prin  
 processing ..... proc  
 production ..... prod  
 professional(s) ..... prof(s)  
 program(s) ..... pgm/prog(s)  
 project ..... proj  
 property ..... prop  
 psychiatric ..... psych  
 public ..... pub  
 recreation ..... recr  
 record(s) ..... recd(s)  
 registration ..... regis  
 regulatory ..... reg  
 rehabilitation ..... rehab  
 reimbursement ..... reimb  
 representative ..... rep  
 reproduction ..... reprod  
 residential ..... res  
 retirement ..... ret  
 river ..... rvr  
 secretary ..... secty  
 section ..... sec/sect  
 senior ..... sr  
 sergeant ..... sgt  
 service(s) ..... svc(s)  
 social ..... soc  
 southern ..... so  
 specialist ..... spec  
 standards ..... stds  
 statistics ..... stat  
 stenographer ..... steno  
 subdivision ..... sub  
 superintendent ..... supt  
 supervising ..... supvng  
 supervisor ..... supvr  
 supervisory ..... supvrl  
 supervisory ..... suprvy  
 system(s) ..... sys(s)  
 technical ..... tech  
 technician ..... techn  
 technology ..... tech  
 telecommunication ..... telecomm  
 television ..... TV  
 training ..... trng  
 transportation ..... transp  
 veterinary ..... vet  
 vice president ..... VP  
 vocational ..... voc